

March 10, 2010

**ITEM NO. C3**

**RECOMMENDATION TO AUTHORIZE AN AMENDMENT TO CONTRACT  
NUMBER 9009 WITH SCREENING REPORTS, INC. FOR TENANT SCREENING  
SERVICES FOR THE HCV PROGRAM**

**To the Honorable Board of Commissioners:**

**RECOMMENDATION**

It is recommended that the Board of Commissioners ("Board") authorizes the Chief Executive Officer or his designee to amend Contract Number 9009 with Screening Reports Inc. to provide tenant services screening services to the HCV Program and increase the Contract by an amount not to exceed \$140,000.00. The contract's new aggregate not-to-exceed funding amount will be \$382,000.00.

**FUNDING**  
**General Fund**

<b>Vendor:</b>	Screenings Reports, Inc.
<b>Address:</b>	729 North Route 83, Suite 321 Bensenville, Illinois 60106
<b>Contract Type:</b>	Professional Services
<b>Base Contract Term:</b>	Two (2) years, April 1, 2009 through March 31, 2011
<b>Option Periods Remaining:</b>	One (1) year
<b>Original Contract Amount:</b>	\$242,000 NTE
<b>Increased Base Term Amount:</b>	<u>\$140,000 NTE</u>
<b>Aggregate Contract Amount:</b>	\$382,000 NTE

**M/W/DBE Participation:**

Direct \_\_\_\_ % MBE \_\_\_\_ % WBE \_\_\_\_ % DBE  
Indirect \_\_\_\_ % MBE \_\_\_\_ % WBE \_\_\_\_ % DBE  
Waiver **Approved**

**Section 3:**

  1   (#) Hiring \_\_\_\_\_ (\$) Subcontracting \_\_\_\_ (\$) Other Economic Opportunities

## **EXPLANATION**

On April 1, 2009, the CHA's Occupancy Department entered into a contract for tenant screening services with Screening Reports, Inc. The vendor was chosen due to the fact that Screening Reports, Inc. offered a suite of screening and background reporting services at a competitive price, including (1) most comprehensive screening packet for the per person cost (multi-county criminal and eviction services as well as national criminal search, and multi-state sex offender searches), (2) ongoing post-occupancy crime alerts of individuals, (3) social security trace and verification, and (4) customized scoring models to assist in objective readings of reports.

To ensure continued compliance with the CHA HCV Administrative Plan and HUD 24 CFR 982.553 for the Housing Choice Voucher Program, HCVP screens adult household members for certain types of criminal activity before admission to the program, at a move, for adult additions to the household, or head of household changes. Consequently, the CHA contracts a screening company to conduct the criminal background checks. The background check is then provided to CHA for a final determination for assistance.

As a result of the additional volume that Screening Reports, Inc. will gain upon adding the HCV program to the contract, the vendor has agreed to lower the current pricing of \$10.50 per Complete Criminal Background search report and Social Security Trace, currently provided to the CHA, to the cost of \$6.00 per report. Consequently, this permits both the Public Housing side and the Housing Choice Voucher Program to pay the same amount for the same report. The Option year pricing will also change to reflect the lower pricing.

Screening Reports, Inc. has agreed to provide the CHA with segregated billing for the Occupancy and HCV program. Screening Reports, Inc. will assign different account numbers to the two areas respectively to avoid comingling of the billing for the respective CHA departments and programs.

In addition, Screening Reports, Inc. uses credit industry standard security. Screening Reports, Inc. is an approved integration partner with Yardi for many versions of their software. The entire integration focuses on removing the risks and inefficiencies of double data entry and is achieved via one way integration (from Yardi to Screening Reports, Inc.).

Based on the foregoing, it is in the best interest of the CHA to authorize the Chief Executive Officer or his designee to amend the Contract Number 9009 with Screening Reports Inc. to provide tenant services screening services to the HCV Program and increase the Contract by an amount not to exceed \$140,000.00. The contract's new aggregate not-to-exceed funding amount will be \$382,000.00.

**RESOLUTION NO. 2010-CHA-33**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated March 10, 2020, entitled, “RECOMMENDATION TO AUTHORIZE AN AMENDMENT TO CONTRACT NUMBER 9009 WITH SCREENING REPORTS, INC. FOR TENANT SCREENING SERVICES FOR THE HCV PROGRAM”;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT,** The Board of Commissioners authorizes the Chief Executive Officer, or his designee, to amend the Contract Number 9009 with Screening Reports Inc. to provide tenant services screening services to the HCV Program and to increase funding under the Contract by an amount not to exceed \$140,000.00. The contract’s new aggregate not-to-exceed funding amount will be \$382,000.00.

